



United States Department of Agriculture
Office of the Chief Information Officer
International Technology Services
Washington, D.C.

FEDERAL CAREER INTERN PROGRAM (FCIP) VACANCY ANNOUNCEMENT

Announcement No: 09-ITS-108 FCIP

Position: Financial Management Specialist, GS-0501-07/09

Promotion Potential: GS-11

Salary Range: \$41,210-\$65,531

Type of Appointment: Federal Career Internship*

Organization: Administrative Management Division (AMD); Financial Execution Branch (FEB)

Duty Location: 1 Vacancy – Washington, DC

Opening Date: September 8, 2009

Closing Date: September 22, 2009

For more information contact: Sarah Ingram, (304) 480-8485 or;

Email: FESBAPPLICATIONS@BPD.TREAS.GOV or;

Visit: <http://www.usda.gov/da/employ/CareerInternWebSite.htm> for USDA Career Intern program policy information.

*These positions are being recruited under the [Federal Career Intern Program \(FCIP\)](#). In accordance with the FCIP program, individuals may be appointed to a 2-year internship. Upon successful completion of the internship, the individuals may then be eligible for permanent placement within an agency.

WHO MAY APPLY

U.S. Citizens

ABOUT INTERNATIONAL TECHNOLOGY SERVICES (ITS)

[International Technology Services \(ITS\)](#) is an organization within the United States Department of Agriculture (USDA), Office of the Chief Information Officer (OCIO). Its prime directive is to meet the business needs of service center agencies within the USDA by providing outstanding customer service in the form of infrastructure support, as well as assistance in the field of information technology. Among the many services provided by ITS are hardware/software acquisition, infrastructure security operations and management, telecommunications, and help desk support. As the field of information technology

continues its rapid growth into the 21st Century, ITS utilizes state-of-the-art methods and technology, and offers excellent career opportunities in several locations throughout the country.

PLEASE NOTE

- This announcement may be used to fill one or more vacancies.
 - Relocation expenses will not be paid.
 - Individuals selected for this position must pass a pre-employment security investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to meet these requirements may be the basis for non-selection.
 - Applicants selected under this announcement will be required to serve a 2-year probationary (trial) period.
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DUTIES OF THE POSITION

The incumbent serves as the Financial Management Specialist in the Financial Execution Branch (FEB), Administrative Management Division (AMD) which is responsible for providing consultation and support services to several programs within the Office of the Chief Information Officer (OCIO) in the management of its resources, including dollars, people, equipment, and space.

The incumbent will assist with program areas financial management and will perform a variety of administrative and technical duties associated with short and long-range analysis, accounts receivable, execution including invoice payments, and review of the budget control processes with close supervision.

The duties of the position described are considered to be Public Trust in scope and are classified at the moderate risk level. The successful candidate will be required to complete, and have favorably adjudicated, the appropriate level of background investigation for the granting of a Limited Background Investigation (LBI) security clearance. An unfavorably adjudicated background investigation will be immediate grounds for removal from the position.

ELIGIBILITY REQUIREMENTS

Applicants must meet all eligibility requirements, including the following, by the closing date:

All applicants must be U.S. citizens.

QUALIFICATION REQUIREMENTS

Applicants must meet all qualification requirements, including the following:

FOR THE GS-07 LEVEL:

Specialized Experience: Fifty-two weeks of experience at the GS-05 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes: experience using technical knowledge of financial operations, policies and procedures; to research and apply fiscal rules and regulations; evaluate a variety of financial data; and/or the use of automated systems to track financial data.

OR

Education: One full year of graduate level education in a program that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

Superior academic achievement as evidenced by one of the three methods described below:

1. **Class standing** -- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. **Grade-point average (G.P.A.)** -- Applicants must have a grade-point average of:
 - a) **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - b) **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
 - c) Rank in upper third of the graduating class in the college, university, or major subdivision.

Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

3. **Election to membership in a national scholastic honor society** – Membership in one of the national scholastic honor societies. These honor societies are listed by the [Association of College Honor Societies](#).

*******Note:** *Applicants at the GS-7 level may be required to complete the Administrative Careers with America (ACWA) assessment after the closing date of this announcement. Additional instructions will be provided **via email** to qualified applicants. Applicants must include a valid email address with your application.******

FOR THE GS-09 LEVEL:

Specialized Experience: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes: experience using technical knowledge of financial operations, policies and procedures; to research and apply fiscal rules and regulations; evaluate a variety of financial data; manipulation and evaluation of financial data within automated systems; and providing customer service.

OR

Education: A masters or equivalent degree, or 2 full years of progressively higher level graduate education leading to such a degree, or L.L.B. or J.D., if related. Attach a copy of transcript or list of college courses designating semester or quarter hours earned to ensure proper credit.

(SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSIBLE)

REQUIRED APPLICATION MATERIALS

Applicants must submit all required materials by the closing date of this announcement. No attempts will be made to solicit missing materials from applicants who fail to submit them by the closing date. Such incomplete applications will be deemed ineligible and will receive no further consideration. Applications will not be returned.

All applicants are required to submit the following:

1. A resume or a form [OF612 \(Optional Application for Federal Employment\)](#).
2. A completed USDA application <http://www.usda.gov/da/employ/CareerInternApplication.pdf>
3. If you are using your education to qualify, you must provide a copy of transcripts.
4. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA), showing dates of service and type of discharge (i.e., Honorable). Eligibles claiming 10-point preference must also submit an Application for 10-point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the SF-15. For more information regarding Veterans Preference please visit: <https://www.opm.gov/veterans/html/vetsinfo.asp>.

In addition, the following materials are recommended:

A form [OF306 \(Declaration for Federal Employment\)](#).

WHERE TO APPLY

USDA-ITS has contracted with the Treasury's Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising USDA-ITS vacancies, accepting and handling applications, and extending job offers.

Complete application packages must be received in our office no later than 11:59 p.m. Eastern Time on the closing date of the announcement. Applications may be submitted by mail, by Fax or by Email.

Applications sent via the U.S. Postal Service:

FESB-AFRH, Room A2-F
Bureau of the Public Debt
200 Third Street
Parkersburg, WV 26106-5312

Applications sent via a courier service such as FedEx, UPS, DHL, etc.:

FESB-AFRH, Room A2-F
Public Debt Warehouse & Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101

Applications sent via Email: fesbinquiries@bpd.treas.gov Emailed documents should be in Microsoft Word format to ensure compatibility. Documents that cannot be attached to your email may be faxed to: 304-480-8358.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. Anyone needing a reasonable accommodation for any part of the application and hiring process may contact the point of contact listed on this vacancy announcement.

BENEFITS

Federal employee benefit information can be accessed at www.usajobs.opm.gov/EI61.asp.

EMPLOYMENT OPPORTUNITY EMPLOYER

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.

REASONABLE ACCOMMODATIONS POLICY

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.